

Catawba County Emergency Medical Services Standard Operating Guidelines

Completion of Patient Care Report

This policy provides clarification on the completion time of the Patient Care Report (PCR).

- A PCR must be generated anytime a dispatch number is assigned by the Communications Center. (If you are dispatched to a call and you are cancelled prior to leaving the base you may ask the Communication Center to simply cancel the dispatch number.)
- Completion of the PCR must be during the duty shift of the employee rendering care to the patient.
- Only employees of Catawba County EMS will complete the PCR.
- During times when the network is not functioning and the PCR cannot be inputted using the network, the "PCR Downtime" function should be utilized. Personnel shall not delay inputting the PCR. As soon as the network is functional the on-duty Crew Chief or his/her designee will upload the downtime PCR(s) following the instructions provided by the IT Department.
- The following represents the minimal documentation required for any call in which there is patient contact.
 - Dispatch Information
 - Patient / Bystander Interview
 - Chief Complaint
 - History of the Present Illness / Mechanism of Injury
 - Primary Assessment
 - Level of Consciousness
 - Airway
 - Breathing
 - Circulation
 - Identification Life Threatening Situations
 - Secondary Assessment (Focused Exam)
 - The information that is pertinent to the Chief Complaint, History of the Present Illness, or Mechanism of Injury.
 - Additional Assessment (ECG, 12-Lead ECG, SPO₂, Blood Glucose, etc...)
 - Treatment (Overall treatment regimen and specific information)
 - Intravenous Access (Specific information if performed)

- Intubations (Specific information if performed)
- Chest Decompression (Specific information if performed)
- Needle / Surgical Cricothyrotomy (Specific information if performed)
- Medication Administration (Specific information if performed)
- Response to any treatment or medication
- Reassessment information
- Location transported to
- Receiving staff member information
- Orders approved information (if necessary)

4/7/06 – BDB